

Vacancy Announcement

U. S. Embassy Baghdad



OPEN TO: Third Country Nationals

FROM: Human Resources Office

POSITION: Visa Assistant NIV, FSN-7; FP-7*

ANNOUNCEMENT NO: 16-TCN-18

OPENING DATE: March 29, 2016

CLOSING DATE: April 12, 2016

WORK HOURS: Full time: 40 hours/week

SALARY: \$22,539 per annum (Plus 35% of basic salary for Iraq Service Differential and 15% of basic salary for Unique Conditions of Work Allowance).

LENGTH OF HIRE: One (1) Year (May be extended annually for additional one-year period for the duration of Mission Iraq Third Country National Employment Program)

U.S. Embassy in Baghdad is seeking eligible and qualified applicants for the position of Visa Assistant NIV in the Consular Office.

BASIC FUNCTION OF THE POSITION:

The incumbent processes full range of visas from start to finish including receiving, screening, data entry, printing, quality control checks of printed visas, drafting of cables and passport delivery. Incumbent organizes, tracks and files applications, documents and information from a variety of sources (intake counter, DHS, other consular posts, mail, phone calls, and emails) according to U.S. visa law and Baghdad Specific SOPs.

QUALIFICATIONS REQUIRED:

Applicants must address each required qualification listed below with specific and comprehensive information supporting each item. Failure to do so may result in a determination that the applicant is not qualified.

1. **EDUCATION:** Completion of two years of college or university studies is required.
2. **EXPERIENCE:** Three (3) years of experience in non-immigrant visa services with the U.S. Government is required.
3. **LANGUAGE:** Level IV (fluent) Speaking/Reading/Writing of English is required. Language proficiency will be tested.
4. **KNOWLEDGE:** Advanced typing and computer skills are required. Significant understanding of Iraqi and regional geography, society and culture is required. Must know or be able to learn how visa work relates to the overall U.S. mission in Iraq. Must have an awareness of the political/security situation in Iraq.
5. **SKILLS & ABILITIES:** Ability to multi-task and carry out detailed work rapidly with accuracy and sound judgment is required. Ability to apply a large body of regulation to decision-making is required. Ability to apply good judgment in referring matters to a higher authority is required. Flexibility in handling varied responsibilities and ability to learn and use a range of sophisticated application software as well as a current ability to use Microsoft Word and Microsoft Excel are required. Excellent interpersonal skills and the ability to deal with the team and the public under pressure are required. Must be able to work in a growing unit as part of an interactive and largely interdependent team. Ability to communicate with often demanding clients using diplomacy, tact, and sensitivity is required. Concern for, and close attention to, customer service is required.

FOR FURTHER INFORMATION: A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office and can be obtained by contacting us at BaghdadTCNRec@state.gov

The Universal Application for Employment (form DS-174), TCN program benefits and FAQs can be found at: <http://iraq.usembassy.gov/thirdcountryjobsopportunities.html>

ADDITIONAL SELECTION CRITERIA:

The candidate must be able to obtain and hold a Moderate Risk Public Trust (MRPT) security clearance.

HOW TO APPLY:

Applicants must submit the following documents to be considered:

1. Universal Application for Employment (UAE) (Form DS-174), which is available on our website or by contacting Human Resources. (See “For Further Information” above); and
2. Any additional documentation that supports or addresses the requirements listed above (e.g. transcripts, degrees, etc.)

WHERE TO APPLY:

E-mail address: BaghdadTCNRec@state.gov.

Your e-mail must state the vacancy title and vacancy announcement number in the subject line, example: **Your Last Name, VA 16-TCN-18, Visa Assistant NIV**

E-mails received without the appropriate subject line and incomplete applications will not be considered.

EQUAL EMPLOYMENT OPPORTUNITY: The U.S. Mission provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs. The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Appendix A - DEFINITIONS

A Third-Country National (TCN) is an individual who meets the following criteria.

- (1) Is neither a citizen of the United States nor of the country to which assigned for duty.
- (2) If employed, is eligible for return travel to the TCN's home country or country from which recruited at U.S. Government expense.
- (3) Is on a limited appointment for a specific period.
- (4) Encumbers a direct-hire, personal service agreement (PSA) FSN position covered under the TCN local compensation plan. Such an employee normally is recruited from outside the host country and relocated from the point of recruitment to the host country.

POSITION NO: A31204

Cleared : CON/JE

Cleared : HRO/VG

Drafted : HRS/HS